

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Notice of Severance Petition Instructions - Bargaining Unit 1	<b>REFERENCE NUMBER:</b> 2006-024
<b>DATE ISSUED:</b> 07/14/06	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Labor Relations Officer  
Personnel Officers  
Human Resources Managers**

**FROM:** Department of Personnel Administration  
Labor Relations Division

**CONTACT:** Jeannette Williams Gipson  
(916) 324-0431  
Fax: (916) 322-0765  
Email: jeannettewilliamsgipson@dpa.ca.gov

On June 15, 2006, Mr. Lyle Hintz, filed a petition with the Public Employment Relations Board (PERB) proposing that the SEIU, Bargaining Unit 1, Information Technology employees be severed from that bargaining unit and placed in a newly created Bargaining Unit 22, Information Technology.

This process is managed by the PERB. All departments are required to follow certain procedures as prescribed by PERB. Part of the severance petition process includes the posting of the two documents identified below in any worksite employing Unit 1, Information Technology employees.

***Please follow these instructions carefully.***

**What to Post:**

The attachment includes the three documents listed below, which must be posted immediately.

*Dills Severance Petition  
Notice of Severance Petition  
Classification Listing*

**When to Post:**

Please post the three documents immediately. Each document must remain posted for at least **20 calendar days**. Prior to posting the *Notice of Severance Petition*, you must complete the date fields for "Date notice was posted" and "This notice must remain posted until." (For example, if the notice is posted July 10, it must remain posted until July 30.)

**Where to post:**

The documents must be posted conspicuously on all employee bulletin boards in each facility where Bargaining Unit 1 employees work.

**Strict Neutrality Required**

Please remind your department's managers, supervisors, confidential or other excluded employees of their responsibility to uphold the State's position of strict neutrality during a severance petition campaign. This includes making any statements or otherwise expressing favoritism or bias toward the current bargaining unit or the proposed bargaining unit in the severance petition action. It would be an unfair labor practice for a representative of the State management to indicate support or opposition of this issue.

If you have further questions, please call or write Jeannette Williams Gipson at the telephone number or email address listed above.

/s/Julie Chapman

Acting Chief of Labor Relations